

## PUBLIC EVENTS PERMIT PROCEDURE

**NOTE:** Merely picking up a permit and placing it on the event calendar is NOT a guarantee that the event will be scheduled and approved. Call-ins will not be scheduled until the application is picked up.

- 1 Applicant is to complete name, event, time, and phone #, on the permit application, before the permit leaves the department. The event request will then be placed on the event calendar schedule as "PENDING". Any changes must be approved by Community Development before they are made.
2. A due date for the application to be returned will be placed on the permit, the department's calendar of events, and initialed by both city staff and applicant.
3. The Indemnification and Hold Harmless Agreement/Insurance Certificate, along with the signature of approval by Risk Management must be completed before the permit application is routed to other department or agencies.
- 4 If the permit application is not in by due date, the location and date may be granted to another applicant, if so requested.
5. Applicant(s) will be informed of deposit fees and any other fees associated with the permit. These will be required when the application is turned in.
6. The applicant(s) is responsible for obtaining all the signatures checked off on the application by department personnel.

Name
Comment
Date
For Official Use Only

Due Date
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**City of Las Vegas  
Application For A Public Events Permit**

EVENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PUBLIC PROPERTY

PRIVATE PROPERTY

INSURANCE COVERAGE: \_\_\_\_\_

**PUBLIC EVENT SHALL BE CONFINED TO LOCATION, DATES AND TIMES SPECIFIED BELOW:**

LOCATION(S): \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIME(S): \_\_\_\_\_

*\* If event is more than one day, please specify time and date of each day of event*

Please provide a detailed description of all the events that will take place (attach a separate sheet if necessary). List events separately. Attach copies of flyers, announcements, media, etc. **\*NOTE: Failure to provide adequate information may delay the processing of this application.**

*Number of people expected to attend.*

*How do you intend to provide the following (please be specific) NOTE: The City of Las Vegas will not make available portapotties for public events.*

☐ **SECURITY**(identify security providers, name & contact number): \_\_\_\_\_

\_\_\_\_\_

☐ **PARKING:** \_\_\_\_\_

\_\_\_\_\_

☐ **SANITATION:** \_\_\_\_\_

\_\_\_\_\_

☐ **UTILITIES:** \_\_\_\_\_

\_\_\_\_\_

☐ **STREET CLOSURE.** \_\_\_\_\_

\_\_\_\_\_

☐ **OTHER** \_\_\_\_\_

-

**PUBLIC EVENTS ON PRIVATE PROPERTY SHALL REQUIRE OFF- STREET PARKING.  
PLEASE ATTACH A PARKING PLAN.**

**I hereby agree to comply with all the ordinances of the City of Las Vegas, New Mexico, San Miguel County, relating to the temporary uses Section 12-5-12 and all other applicable ordinances of the city.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

# INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ agrees to defend, protect  
(Organization)

indemnify and hold the City of Las Vegas harmless from any personal injury or property damage suffered or  
resulting from the \_\_\_\_\_ and the participants, or by any third party  
(Event)  
from the \_\_\_\_\_ which will be held at \_\_\_\_\_ on  
(Event) (Place)  
\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
(Date) (Time) (Time)

\_\_\_\_\_  
Signature

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
Notary Public

(Seal)

My commission Expires \_\_\_\_\_

( ) HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_  
RISK MANAGEMENT CLERK, 1700 N GRAND AVE., 454-1401.

( ) CITY ATTORNEY \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

**MUST OBTAIN INSURANCE NAMING THE CITY OF  
LAS VEGAS AS "ADDITIONAL INSURED."**

**\*Certificate of insurance must be attached in some instances, and must name the City of Las Vegas as additional insured. Limit of liability insurance is \$1,000,000 and \$2,000,000 aggregate. Clearance from the City's insurance carrier must be obtained before getting signatures of approval. Applications must allow at least two weeks for processing of the permit.**

# APPROVALS

) PUBLIC WORKS \_\_\_\_\_ DATE \_\_\_\_\_

1700 NORTH GRAND AVENUE, 454-1401 EXT. 241

COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) POLICE DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

318 MORENO STREET, 425-7504

COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) FIRE DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

604 LEGION DRIVE, 425-6321

COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) UTILITIES DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

☐ SOLID WASTE ☐ WASTE WATER ☐ WATER ☐ GAS

905 12<sup>TH</sup> STREET 454-1401 EXT.265

COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) RECREATION \_\_\_\_\_ DATE \_\_\_\_\_

1751 N. GRAND AVENUE 426-1739, EXT.212

COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) ENVIRONMENT DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

505 EAST NATIONAL (Medical Arts Building), 425-6764

COMMENTS: \_\_\_\_\_

) ELECTRICAL INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

420 RAILROAD AVENUE, 425-7538

COMMENTS: \_\_\_\_\_

( ) ROCKY MOUNTAIN EMS \_\_\_\_\_ DATE \_\_\_\_\_  
 626 6<sup>TH</sup> STREET 454-4400

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

( ) STATE HIGHWAY DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
 HEATHER SANDOVAL, DISTRICT OFFICE, US HIGHWAY 85 425-7527  
 COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

( ) OTHER \_\_\_\_\_ DATE \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

( ) COMMUNITY DEVELOPMENT \_\_\_\_\_ DATE \_\_\_\_\_  
 1700 NORTH GRAND AVENUE 454-1401 EXT. 276  
 COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

TOTAL ESTIMATED COST\$ \_\_\_\_\_

\* This permit is a certification of compliance under 12-5-12 of the Ordinance. It is not valid until all the provisions and other applicable provisions of the Ordinance are met and approved by the Community Development Department.

\_\_\_\_\_  
 HENRY O. SANCHEZ, MAYOR

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 JOHN AVILA, CITY MANAGER

\_\_\_\_\_  
 DATE